



BILL HASLAM
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
NINTH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

CANDICE MCQUEEN
COMMISSIONER

October 12, 2018

Mr. Steve Starnes
Greeneville City Schools
312 Floral Street
Greeneville, TN 37743

Dear Director Starnes:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Greeneville City's National School Lunch Program and School Breakfast Program. This review was conducted the week of April 9, 2018, with the exit date of April 12, 2018. The summary includes the identified findings and the corrective actions required.

District responses and supporting documentation of corrective actions are required for all findings, and findings must be corrected district wide. The School Nutrition Program director will provide the responses to the findings via the Tennessee: Meals, Accounting, and Claiming (TMAC) system in the "Compliance" section, as discussed with the lead reviewer. Technical assistance areas do not require responses; these suggestions are only to help the system improve the program. They are also available in the "Compliance" section in TMAC.

All corrective actions shall be documented and supported in the "Compliance" section in TMAC no later than June 15, 2018. During this timeframe, if you find errors or points of disagreement in our findings, please contact me, and I will assist you with your next course of action. If there are no errors or points of disagreement, please be mindful that refusal or failure to comply with the required, corrective actions within the allotted timeframe may result in potential fiscal action.

Upon receipt of Greeneville City's documented corrective action, the Tennessee Department of Education will determine whether the documentation is complete and resolves the findings identified. Once the department approves the corrective actions, your district will receive a closure letter closing the review within 30 calendar days.

If you have any questions or concerns, please contact our office at (800) 354-3663.

Sincerely,

Lori Paisley

Executive Director, Healthy Schools

Greeneville City (301)

Review ID: 784

Exit Conference Date: 4/12/2018

Review Year: 2018

Month of Review: February

Lead Reviewer: Kristen Nauss

Area	Findings ID	Finding Description	Required Corrective Action
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SFA - Level Findings

100 - Certification and Benefit Issuance	V-0100	The online application requires the student's date of birth to advance the application, which the Eligibility Manual explicitly prohibits. Additionally, the online application does not ask for race or ethnicity, which is required to be asked on the application, even though families are not required to answer it.	Update the settings on the online application to allow families to advance the application without a date of birth, and add the question about race and ethnicity. Upload proof that the settings have been updated, either a screenshot of the settings or a confirmation from the software company that the changes have been made.
100 - Certification and Benefit Issuance	V-0100	One application was approved incorrectly.	Notify the family of adverse action and correct their statuses, and re-train on approving applications with software. Upload the letter of adverse action, proof of status change for both students, and proof of training.
100 - Certification and Benefit Issuance	V-0100	One student was incorrectly directly certified.	Notify family of adverse action and update the student's status. Upload letter of adverse action and proof of the status update.

1000 - Local School Wellness Policy	V-1000	The current wellness policy did not contain required contents: -Specific, measurable goals for nutrition promotion and education or other school-based activities -Relevant, current nutrition standards for foods and beverages sold on campus during the school day -Standards for foods and beverages provided, but not sold, to students on campus during the school day -Policies for food and beverage marketing -Description of policy leadership and evaluation plan	Update the wellness policy and upload the new policy to demonstrate compliance.
1400 - Food Safety	V-1400	Non-domestic products were found in storage without a buy American waiver on file.	Obtain a buy American waiver that contains at a minimum, pineapple, mandarin oranges, orange juice, apple juice, and gravy.
200 - Verification	V-0200	The results of verification reported did not match the application results on file.	Develop a plan to be implemented next school year for completing verification and the verification report correctly. Upload a copy of the plan.
200 - Verification	V-0200	One application was verified on net, rather than gross, income. One application listed three sources of income, but the SFA only verified one source	For the net income verified application, provide the family with a notice of adverse action. Upload the notice of adverse action and proof of status change. For the application missing proof of remaining two sources of income, verify these sources of income. Upload either the two missing sources of income with a copy of the application OR the notice of adverse action with proof of status change.

700 - Resource Management (2018)	V-0700	Expenditures, starting balance, and ending balance in TMAC did not match the comptroller's audit report.	Investigate the discrepancies, and contact the state agency to update the TMAC report. Upload updated TMAC report or proof of valid discrepancy.
700 - Resource Management (2018)	V-0700	The district did not increase paid meal prices as required by the PLE tool.	Raise paid lunch prices. Upload documentation that prices were increased, such as board approval or a screen shot of the new prices.
700 - Resource Management (2018)	V-0700	Adult meal prices for breakfast and lunch in the 2016-17 school year were not in compliance with FNS Instruction 782-5, Rev. 1.	Raise adult meal prices at breakfast and lunch to comply with FNS Instruction 782-5, Rev. 1. Upload proof of price increase, such as board approval or screen shots that show price increase.
Resource Mgt Comprehensive Review	V-RMCRF	The SFA did not assess compliance with the non-program foods revenue requirement.	Complete the non-program revenue tool to assess compliance. Upload tool. If a la carte price increases are necessary, also upload new price list.

Site - Level Findings: Greeneville Middle (0025)

1400 - Food Safety	V-1400	Food was stored on cooler floors.	Move food to at least 6 inches off the floor and upload photo of food off the floor.
1700 - Afterschool Snack	V-1700	Documentation indicates each student did not receive two components.	Provide communication to afterschool snack staff instructing them of the requirement for students to take two components, and find a way to secure the snacks to prevent theft. Upload communication and copy of the production record showing both components were taken in equal quantities.

Site - Level Findings: Tusculum View Elementary (0035)

1700 - Afterschool Snack	V-1700	The first review was completed five months after the snack program began.	Develop a plan to ensure the four week deadline will be met next school year, and complete the second monitoring for this school year. Upload plan and copy of second monitoring.
400 - Meal Components and Quantities - Lunch	V-0400	Pre-Kindergarten (Pre-K) meals are recorded on the production record in combination with K-5 students for planned portions. Additionally, Pre-Kindergarten is served 1/4 cup servings fruits and vegetables but were listed on the production record as 1/2 cup.	Update production record columns to separate Pre-K in the "Planned Portions" and record the correct serving sizes. Upload first page of a completed production record showing columns have been updated.